DOIP: 106

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Office of the Dean of Infrastructure & Planning

Work Completion Form

(*This form should be filled by EIC(IWD) and submitted to DOIP office after work completion with the completion certificate*)

Requisition details

Name		Phone/ Mob No.			
Dept./Section		PF No:		Email:	@iitk.ac.in
Request number					

Work Completion details

Name of the work			
Contract Agreement No:		Contract Amount	
Name of EIC		Phone/ Mob No.	
Office/Room No:		Email	@iitk.ac.in

Was the work executed in compliance with the approved drawings and specifications?	Yes	No
Please provide a short description for any major changes in scope, design, drawings and specifications. (please attach necessary documents including revised drawings and interim corrective actions taken)		
Has the contractor submitted as-built drawings, operation/maintenance manuals, guarantee/warranty standards on work completion? *(please attach copies of the documents and records)*	Yes	No
Has all the demobilization work been completed before handing over the site?	Yes	No
Actual date of handing over	Actual date of final bill settlement	
Was the work completed in compliance with the stipulated time schedule in contract agreement? *(Also, please select appropriate option)*	Yes	No
□ On time	□ Delayed	□ Ahead
Please explain if there was a rescheduling of milestones and extension of time. (*Attach updated schedules and relevant approval documents*)		
Please provide a summary of cost based on final bills settled. (*Attach the final bill documents with this form*)		

Description	*Actual (INR)*	*Estimated (INR)*
Basic building		
Furniture and Fittings		
External works (Site)		
Extra works (Building)		
Extra works (Site)		
Total		

Are all required quality checklists completed?*(Please attach quality checklists/material testing/inspection reports)*	Yes	No
Has the EIC prepared a final punch list, conducted inspection before substantial completion and intimated contactor of any defects in building construction?*(Please attach the copy of final inspection report with this form)*	Yes	No
Has the Safety Officer conducted an inspection with EIC before substantial completion? *(Please attach safety reports with this form)*	Yes	No
Have all the defects rectified/recommendations incorporated before final bill is settled?	Yes	No
Is the indentor/user committee satisfied with the completed work?	Yes	No
Please note if there is any specific comments from indentor/user committee. (Attach separate sheets if needed)		
Has the EIC been assigned for routine inspection in the handed over building during defects liability period?	Yes	No

_____ (Signature of the EIC)

_____/_____/_____ Date: (dd / mm / yyyy)

Comments/Special instructions/Recommendations by ADPI/DOIP/DD, if any

_____ (Signature of PIC/ADPI/DOIP/DD)

_____/_____/_____ Date: (dd / mm / yyyy)